TOWN OF Herndon
VIRGINIA

JOB ANNOUNCEMENT

Human Resources Technician

Position available in the Department of Human Resources.

Duties:	Assist with a wide variety of Human Resources duties and functions. Responsibilities in some or all of the following functional areas: departmental development, HRIS, benefits, payroll, compensation, organization development, assists with training and development administration, recruitment and employment. Explains and processes town benefit information and forms; explains town and human resources policies. Maintains the maintenance of complex files; compiles and completes data for administrative and public reports, bulletins, questionnaires, and other documents. Provides excellent customer service with professional confidential communication at all times.
Requirements:	High school diploma required; supplemented by college level or certificate level course work in Human Resources, business, public administration or related field of study required. Three to five years previous Human Resources experience. College degree preferred. Microsoft Office skills to include Word and Excel; valid driver's license with acceptable driving record. HR related certification or certificate preferred eg. PHR, SHRM, IPMA etc. Certification as a Notary Public by the Commonwealth of Virginia desirable.
Hours:	Monday-Friday, 8:00 a.m. to 5:00 p.m. Additional hours as required
Location:	Herndon Municipal Center, 777 Lynn Street
Salary:	Grade 10, $47,588 – 62,794, depending on qualifications
Closing Date:	October 9, 2015
Contact:	Human Resources Department 777 Lynn Street, Room 110 P.O. Box 427 Herndon, VA 20172 (703) 481-1185

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AN EQUAL OPPORTUNITY EMPLOYER

The Town of Herndon supports the Americans with Disabilities Act by making reasonable accommodations for persons with disabilities, so that they may participate in job interviewing, services or activities, offered by the town. Please call (703) 435-6817 for any accommodation that may be necessary to allow for participation.
All town vacancies may be viewed online at www.herndon-va.gov.
For further information or opportunities, call the Job Line at: (703) 481-1185,
or e-mail us at jobs@herndon-va.gov.